

**A RESOLUTION  
BY CITY UTILITIES COMMITTEE**

**06-12-1629**

**A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A NOTICE TO PROCEED TO CH2M HILL/WILLIAMS, RUSSELL & JOHNSON, JV, FOR FC-7619-03C, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR UTOY CREEK WRC MAINTENANCE AND STORAGE BUILDINGS AND SELIG BUILDING, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED THREE HUNDRED THIRTY TWO THOUSAND NINE HUNDRED FIFTY DOLLARS AND NO CENTS (\$332,950.00); ALL WORK WILL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBER 2J27 (2001 WATER & WASTEWATER BOND FUND) 524001 (CONSULTANT/PROFESSIONAL SERVICES) Q33I19139999 (UTOY CREEK WRC) (\$185,260.38) AND 2J21 (WATER & WASTEWATER RENEWAL & EXTENSION FUND) 524001 (CONSULTANT/PROFESSIONAL SERVICES) Q33I191494DA (UTOY CREEK WRC – TEMPORARY OFFICE FACILITY) (\$147,689.62); AND FOR OTHER PURPOSES.**

**WHEREAS,** the City of Atlanta (“City”) did enter into FC-7619-03C, Annual Contract for Architectural and Engineering Services; and

**WHEREAS,** the Commissioner of the Department of Watershed Management requires Architectural and Engineering Services for Utoy Creek WRC Maintenance and Storage Buildings and Selig Building in an amount not to exceed Three Hundred Thirty Two Thousand Nine Hundred Fifty Dollars and No Cents (\$332,950.00); and

**WHEREAS,** the Commissioner of the Department of Watershed Management and the Chief Procurement Officer have recommended that CH2M Hill/Williams, Russell & Johnson, JV provide Architectural and Engineering Services for Utoy Creek WRC Maintenance and Storage Buildings and Selig Building.

**THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES,** that the Mayor is authorized to issue a Notice to Proceed to CH2M Hill/Williams, Russell & Johnson, JV (“CH2M Hill”) for FC-7619-03C, for Architectural and Engineering Services for Utoy Creek WRC Maintenance and Storage Buildings and Selig Building in an amount not to exceed Three Hundred Thirty Two Thousand Nine Hundred Fifty Dollars and No Cents (\$332,950.00).

**BE IT FURTHER RESOLVED,** that the Chief Procurement Officer is directed to prepare an appropriate agreement to be executed by the Mayor.

**BE IT FURTHER RESOLVED,** that all contracted work will be charged to and paid from Fund, Account and Center Number 2J27 (2001 Water & Wastewater Bond Fund) 524001 (Consultant/Professional Services) Q33I19139999 (Utoy Creek WRC) (\$185,260.38) and 2J21 (Water & Wastewater Renewal & Extension Fund) 524001

(Consultant/Professional Services) Q33I191494DA (Utoy Creek WRC – Temporary Office Facility) (\$147,689.62).

**BE IT FINALLY RESOLVED**, that the Agreement will not be binding on the City and the City will incur no obligation or liability under it until it has been executed by the Mayor, attested to by the Municipal Clerk, approved as to form by the City Attorney and delivered to CH2M Hill.



SHIRLEY FRANKLIN  
MAYOR

**CITY OF ATLANTA**  
55 TRINITY AVENUE., SW, SUITE 5400, SOUTH BLDG.  
ATLANTA, GEORGIA 30303-0324  
OFFICE (404) 330-6081  
FAX (404) 658-7194

DEPARTMENT OF  
WATERSHED MANAGEMENT  
**ROBERT J. HUNTER**  
Commissioner

June 26, 2006

**TO:** Adam L. Smith, Chief Procurement Officer  
Department of Procurement

**FROM:** Robert J. Hunter, Commissioner  
Department of Watershed Management

**RE: LEGISLATIVE REQUEST**  
**TASK ORDER Under FC-7619-03C**  
**UTOY CREEK WRC MAINTENANCE AND STORAGE BUILDINGS AND**  
**SELIG BUILDING**  
**Contractor: CH<sub>2</sub>MHILL/WILLIAMS, RUSSELL, JOHNSON, JV**

Please prepare the appropriate legislation (Cycle 14) for the above reference services. We anticipate services in an amount not to exceed \$332,950.00. Please find attached the scope of services and Requisition No. Q33I6001. The costs shall be charged to Fund, Account and Center No. 2J27-524001-Q33I19139999 (\$185,260.38) and 2J21-524001-Q33I191494DA (147,689.62).

If you have any questions concerning this matter, please feel free to contact Sabrina D. Watts, Watershed Manager, at (404) 330-6955 or George Barnes, Deputy Commissioner, at (404) 330-6708.

Your assistance in this matter is requested and appreciated.

/wc

c: George Barnes, DWM  
Sabrina D. Watts, DWM  
Cathy Martin, DOP  
Andrew Ladd, DF  
Maisha Land, DWM  
Willie Canidate, DWM  
File

Q3316001

SHIP TO CODE | 134

CENTER

6/26/2006

DATE \_\_\_\_\_

PS

REQUISITION LINE

RQ1

019 - ALL FIELDS ARE CORRECT

NEXT FUNCTION: ACTION:

06/26/2006 16:42:46

REQUEST: SAVE SHOW PAGE NO:

=====

BUY ENTITY	: CONT	REQUISITION NO.:	Q33I6001
REQ. LINE NO.	: 0001	REQUESTER ID	: 589
BUYER ID	: ADS	PRIORITY	: 1
CATALOG NO.	:	ITEM NO.	: 9020502
ITEM DESCRIPTION	: FC-7619-03C/TASK ORDER-UTOY CRK WRC MNT BLDG SELIG		
QUANTITY REQUIRED SKU:	1	SKU	: EA
UNIT PRICE	: 185260.38	PRICE TYPE	:
REQUIRED DATE	: 06/26/2006	SHIP TO CODE	: 134
GL EFFECTIVE DATE	: 06/26/2006		

PREFERRED VENDOR/QUOTE

PAY ENTITY :	VENDOR NO :	GROUP NUMBER :
	OR SHORT NAME :	
QUOTE NUMBER :	ITEM SEQ NO. :	QUOTE REQUIRED : N

GL COMPANY :	2J27	GL ACCOUNT :	524001
GL CENTER :	Q33I19139999	DISTRIB IND :	
PROJECT CO. :		PROJECT CODE :	ACCOUNTING RULE: 01

DSP DEFAULTS :	S PASS :	CONT TO RQ2 :	LINE STATUS :
----------------	----------	---------------	---------------

PS REQUISITION LINE

RQ1

019 - ALL FIELDS ARE CORRECT

NEXT FUNCTION: ACTION:

06/26/2006 16:48:44

REQUEST: SAVE SHOW PAGE NO:

=====

BUY ENTITY	: CONT	REQUISITION NO.:	Q33I6001
REQ. LINE NO.	: 0002	REQUESTER ID	: 589
BUYER ID	: ADS	PRIORITY	: 1
CATALOG NO.	:	ITEM NO.	: 9020502
ITEM DESCRIPTION	: FC-7619-03C/TASK ORDER-UTOY CRK WRC MNT BLDG SELIG		
QUANTITY REQUIRED SKU:	1	SKU	: EA
UNIT PRICE	: 147689.62	PRICE TYPE	:
REQUIRED DATE	: 06/26/2006	SHIP TO CODE	: 134
GL EFFECTIVE DATE	: 06/26/2006		

PREFERRED VENDOR/QUOTE

PAY ENTITY : VENDOR NO : GROUP NUMBER :

OR SHORT NAME :

QUOTE NUMBER : ITEM SEQ NO. : QUOTE REQUIRED : N

GL COMPANY	: 2J21	GL ACCOUNT	: 524001
GL CENTER	: Q33I191494DA	DISTRIB IND	:
PROJECT CO.	:	PROJECT CODE	: ACCOUNTING RULE: 01

DSP DEFAULTS : S PASS : CONT TO RQ2 : LINE STATUS :

NEXT FUNCTION: \_\_\_\_\_ ACTION: \_\_\_\_\_

```
=====
COMP / ACCT / CNTR      ALTERNATE COMP / ACCT / CNTR
2J27      524001 Q33I19139999  2J27      52**** Q33I19139999
```

```
ACCT DESC: CONSULTANT/PROF. SERVICES  ORIG APPROPRIATION:      0.00
CNTR DESC: UTOY CREEK WATER RECLAMATION CTR WRC      LAST ACTIVITY: 06/23/2006
```

```

      185,260.38  (ALLOTMENT  )      185,260.38  (ALLOTMENT  )
-           0.00  (COMMITMENT ) -           0.00  (COMMITMENT )
-           0.00  (ENCUMBRANCE ) -           0.00  (ENCUMBRANCE )
-           0.00  (EXPENDITURE ) -           0.00  (EXPENDITURE )
-----
=      185,260.38  (AVAIL BAL)  =      185,260.38  (AVAIL BAL)
```

```
L      OVEREXPEND      A      E      C G
V      TOLERANCE  BDG YTD P  EST      N      L R      ACTIVE      INACTIVE
L POST AMT  PCT  GRP LTD P  REV EXP  C COMM  S P  STAT      DATE      DATE
0  Y  9999  999      Y  Y  N  Y  Y  Y  Y  5 2  0
```

NEXT FUNCTION: \_\_\_\_\_ ACTION: \_\_\_\_\_

```
=====
COMP / ACCT / CNTR          ALTERNATE COMP / ACCT / CNTR
2J21          524001 Q33I191494DA  2J21          52**** Q33I191494DA
=====
```

ACCT DESC: CONSULTANT/PROF. SERVICES ORIG APPROPRIATION: 0.00  
 CNTR DESC: UTOY CREEK WRC - TEMP. OFFICE FAC. LAST ACTIVITY: 06/23/2006

	164,739.62	(ALLOTMENT )		164,739.62	(ALLOTMENT )
-	0.00	(COMMITMENT ) -		0.00	(COMMITMENT )
-	0.00	(ENCUMBRANCE ) -		0.00	(ENCUMBRANCE )
-	0.00	(EXPENDITURE ) -		0.00	(EXPENDITURE )
-----					
=	164,739.62	(AVAIL BAL)	=	164,739.62	(AVAIL BAL)

L	OVEREXPEND	A	E	C G										
V	TOLERANCE	BDG YTD P	EST	N	L R	ACTIVE	INACTIVE							
L	POST AMT	PCT	GRP LTD P	REV EXP	C COMM	S P	STAT	DATE	DATE					
0	Y	9999	999		Y	Y	N	Y	Y	Y	Y	5	2	0





CITY OF ATLANTA

SHIRLEY C. FRANKLIN  
MAYOR

55 TRINITY AVENUE, SUITE 5400  
ATLANTA, GEORGIA 30335-0312  
OFFICE (404) 330-6081

DEPARTMENT OF  
WATERSHED MANAGEMENT

ROBERT J. HUNTER  
COMMISSIONER

**To:** Sheila C. Pierce, Deputy Commissioner  
Department of Watershed Management

**From:** George D. Barnes, P.E., Deputy Commissioner  
Department of Watershed Management

**Subject:** FC-7619-03C, CH<sub>2</sub>MHill/WRJ, JV – A/E Services Proposal  
Utoy Creek Maintenance Building

**Date:** June 19, 2006

---

Attached is a proposed scope and budget submitted by CH<sub>2</sub>MHill/WRJ, JV for A/E services required for the subject project as requested by the Department of Watershed Management

The proposed scope and budget has been reviewed by the DWM Project Manager, Russ McKern and me. In our opinion the scope and budget is appropriate for the project and it is recommended that it be submitted to the Department of Procurement for authorization by the Mayor and City Council

It is recommended that the Resolution authorizing the work include language that the work is authorized in an amount not to exceed the \$332,950. This would give us some latitude to have a final amount to be authorized by Procurement that could be less if we later reduce the fee.

Funding is available as follows:

2J27 524001 Q33I19139999 - \$185,260.38

2J21 524001 Q33I191494DA - \$147,689.62

If you have any questions or need any additional information please let me know.

cc: Pati McMahon  
Russ McKern

GDB:gb

DEPARTMENT OF WATERSHED  
MANAGEMENT  
2006 JUN 20 AM 11:23  
OFFICE OF COMMISSIONER



**CH2MHILL**



williams-russell and johnson, inc.  
engineers • architects • planners

**CH2M HILL**

115 PERIMETER CENTER  
PLACE NE

SUITE 700

ATLANTA, GA

30346-1278

TEL 770.604.9095

FAX 770.604.9183

June 7, 2006

Mr. Russell S. McKern  
Senior Watershed Manager  
City of Atlanta  
Construction Management Group  
955 South River Industrial Boulevard  
Atlanta, Georgia 30315

Subject: The CH2M-HILL/Williams-Russell and Johnson (JV) Proposal to Provide  
Architectural and Engineering Services for the City of Atlanta's Utoy Creek  
WRC Maintenance and Storage Buildings and Selig Building

Dear Mr. McKern:

As requested by the City of Atlanta (COA) at our meeting on May 31, 2006, the CH2M-HILL/Williams-Russell and Johnson, Inc. Joint Venture (JV) is pleased to submit this proposal to provide architectural and engineering services in conjunction with the above COA facilities.

## **Introduction**

On November 10, 2005, members of the Joint Venture Project Team initially met with COA representatives to discuss the COA's future and operational space requirements. At this meeting the following items were discussed:

1. The COA desires to reevaluate the existing contract documents for the Utoy Creek WRC Maintenance and Storage buildings to determine if they still satisfy the COA's future needs, both on a functional and space basis. These facilities have been designed but have not yet been constructed.
2. The COA recently purchased the Selig Building located on the corner of Selig Drive and Fulton Industrial Boulevard and intends to locate personnel from 6 working groups from other COA locations to this facility. Approximately 106 personnel will be involved in the relocation.

The City intends to implement the above and thus requested the Joint Venture submit a proposal for the planning and design of the facilities. The proposal is also to include limited provision of services during the bid and award phase.

## **Background**

On November 29, 2005, the Joint Venture Project Team conducted a site visit of the existing facilities. In addition, during December 2005, and on May 31, 2006, the JV Project Manager met with COA Project Managers to further discuss the project. The purpose of the meetings was to allow the COA to present project criteria to the Joint Venture.

Based upon the COA meetings, and the JV site visit, we have developed project criteria upon which this proposal is based. The project criteria are outlined in the "Assumptions" section of this proposal.

## **Scope of Work**

The proposed scope of work for the project consists of the following phases: project management, space planning/concept development, design and limited services during bid and award.

The tasks comprising these phases are outlined and described below:

### **Task 1 Project Management**

- 1.1 Develop Project Instructions
- 1.2 Prepare Monthly Invoices and Project Status Reports

### **Task 2 Space Planning/Concept Development Phase - Selig Building only**

- 2.1 Meet with COA Staff including Site Visits
- 2.2 Prepare Draft Space Planning/Concept Development Submittal
- 2.3 Submit Draft Space Planning/Concept Development Submittal/Meet with COA Project Manager
- 2.4 Revise/Resubmit Final Space Planning/Concept Development Submittal
- 2.5 Quality Assurance Reviews

### **Task 3 Design Phase**

- 3.1 Maintenance and Storage Building Document Review/Revision for Code Compliance
- 3.2 Site Evaluation
- 3.3 Construction Drawings and Specifications
- 3.4 Code Review/Permitting
- 3.5 Prepare Final Submittal
- 3.6 Quality Assurance Reviews

### **Task 4 Services During Bid and Award**

- 4.1 Bid Documents

- 4.2 Review Requests for Substitutions
- 4.3 Prepare Addenda

### **Task 1 Project Management**

Project Management activities will include the preparation of a work plan with instructions for project execution, including staff assignments and responsibilities, assigned labor hour and dollar budgets. Activities under this task shall also include management of the sub consultant and geotechnical and surveying firms.

#### **1.1 Develop Project Instructions**

Project instructions will be developed to identify and charter the project team and outline the roles, budgets, schedule, and deliverables.

#### **1.2 Prepare Monthly Invoices and Project Status Reports**

Monthly invoices and abbreviated project status reports will be prepared and submitted monthly for the project. The monthly invoice will be in a format to be approved by the COA's Project Manager and will include copies of receipts for direct expenses as well as a transaction register to back up direct expense charges.

### **Task 2 Space Planning/Concept Development Phase – Selig Building only**

In this phase, project criteria and concepts will be developed. Completion of this phase will result in a set of conceptual documents, which define the space planning requirements and recommendations for the three facilities. Specific work activities are summarized in the following sub-task descriptions:

#### **2.1 Meetings with COA Staff including Site Visits**

The Joint Venture team will meet with the COA Project Manager and other COA personnel (as designated by the COA Project Manager) to discuss space-planning requirements for the Selig Building. It is anticipated that the Joint Venture Project Team will meet with the following COA groups of personnel:

- Systems Planning
- Technology Services
- Erosion Control/Site Development
- Grease Management
- Stormwater Compliance
- Administration (Wastewater Treatment and Collection)

Team members will also conduct site visits as required. These visits will assess the condition of the existing facilities and their supporting systems and utilities and their compliance with all applicable existing codes.

## **2.2 Prepare Draft Space Planning/Concept Submittal**

Based upon the issues discussed in the “Introduction” and “Background” sections of this proposal and also the results of sub-tasks 2.1, 2.2 and 2.3, the Joint Venture team will prepare a draft space planning/concept development submittal. The submittal will be limited to the Selig Building. The submittal will contain the following items.

- Minutes of all meetings with COA personnel
- Summary of all site visits
- Baseline assessment of existing building including HVAC and electrical systems and utilities and recommendations for upgrades/improvements.
- Compliance/non-compliance with applicable codes including ADA guidelines and fire codes
- Floor plans showing existing conditions
- Demolition drawings
- Floor plans showing proposed layout of offices and cubicles for all COA personnel to be relocated

## **2.3 Submit Draft Space Planning/Concept Submittal/Meet with COA Project Manager**

The draft space planning/concept submittal will be submitted to the COA Project Manager for review and discussion with stakeholders. After the stakeholders’ comments concerning the draft space planning/concept submittal have been received and compiled by the JV Project Manager, the JV team will respond to each comment, as necessary, revise the space planning/concept submittal and resubmit to the COA Project Manager and stakeholders for final approval.

## **2.4 Revise/Submit Final Space Planning/Concept Submittal**

Based upon the results of sub-task 2.3, the JV will revise space planning concept submittal and re-submit it to the City Project Manager for final approval.

## **2.5 Quality Assurance Reviews**

For all of the tasks described above, the JV will perform appropriate quality assurance reviews as the work progresses. Issues addressed in the reviews will include: compliance with COA and project criteria and applicable codes; adequacy of materials being specified; and usability of the facilities.

## **Task 3 Design Phase**

The JV design team will begin design of the recommended improvements after approval of the final space planning/concept submittal and issuance of a design notice-to-proceed by

the COA. Continuity for the design will be provided from the space planning/concept development phase as all key project team members will be on the design team.

Completion of the design will result in construction drawings including contract documents and specifications, which will be suitable for the preparation and submission of bids from potential contractors for construction of the recommended improvements.

Five sets of construction drawings, contract documents and specifications will be prepared as follows:

1. Utoy Creek WRC Maintenance and Storage Buildings
2. Selig Building Renovations

Specific work activities are summarized in the following sub-task descriptions.

### **3.1 Document Review/Revision for Code Compliance**

The JV will review the existing Contract Documents for the Utoy Creek WRC Maintenance and Storage Buildings and revise them as necessary to bring them into compliance with current applicable codes as required by the municipalities (Fulton County and COA) in which the project is located.

Since the Contract Documents were last sealed and submitted, code changes and revisions have been enacted that will require the original design to be re-analyzed/revised and the Contract Documents re-sealed. One of the code changes is as follows:

- The applicable code at the time of design was the Standard Building Code 1994. Since then, the State of Georgia has adopted the International Building Code 2000 (IBC 2000). The new building code in comparison to the previous code requires that structures be designed for a higher level of lateral loads due to seismic forces. The increased lateral forces will affect most of the building components including roof trusses, moment and brace frames, shear walls, foundations and connection details, etc. Therefore the building design needs to be investigated and possibly be revised for the lateral loads to comply with the requirements of the IBC 2000 Code.
- According to IBC 2000, buildings and structures must be designed based upon their seismic design categories. One of the factors which impact the seismic design categories is the site's soil classification. The Joint venture will review previous geotechnical explorations conducted under a separate contract and verify that the allowable soil bearing capacity is 3000 psf as is indicated on the existing drawings.

### **3.2 Site Evaluation**

The Joint Venture will revise and /or update the existing site plan as necessary by incorporating any changes noted on site plan as-builts from a previous contract and present it to COA for their review and approval. The site plan, after approval by the COA, will be incorporated into the documents prepared under sub-task 3.3.

### **3.3 Construction Drawings and Specifications**

The Joint Venture design team will prepare construction drawings and specifications as follows:

- Utoy Maintenance and Storage Buildings – Redesign will be based upon the criteria developed in sub-tasks 3.1 and 3.2 and the criteria outlined in the “Assumptions” section of this proposal.
- Redesign efforts shall also incorporate the following elements:
  - The original drawing set submitted included the Utoy Creek Administration Building as well as the Maintenance Building and Storage Building. Therefore each discipline will have to create new general notes and abbreviation drawings, typical detail sheets, panel board schedules and equipment schedules applicable only to the Maintenance Building and Storage Building. In addition, the technical specifications for the previously combined set of drawings will need to be revised to reflect only the Maintenance Building and Storage Building.
  - The Joint Venture will also review all original recommendations for equipment and finishes to determine if they are still available. If they are not available, the Joint Venture will make recommendations for current equipment and finish manufacturers.
- Selig Building – Final design of the Selig building will be based upon the final space planning/concept submittal approved by the COA under sub-task 2.5.

Construction drawings and specifications will be completed in accordance with the following sub-tasks:

#### **3.3.1 Preliminary Construction Drawings and Specifications**

The design team will prepare preliminary (30 percent completion level) construction drawings and draft specifications for the recommended improvements. The JV team will submit the preliminary construction drawings and technical specifications to the COA and review them in person with the COA.

#### **3.3.2 Final Construction Drawings and Specifications**

Base upon the comments received from the COA’s review of the preliminary documents, the JV design team will prepare final (95 percent completion level) construction drawings and specifications for the recommended improvements. Insurance, bonding requirements, EPD requirements and all other “front end” contract documents shall be furnished by the COA to the JV team for inclusion in the final project submittal. The JV team will submit the final construction drawings, and contract documents and specifications to the COA. A meeting will be scheduled with the COA to discuss the review comments.

#### **3.3.3 Complete Construction Drawings and Specifications**

Following the COA's review of the final documents, the JV team will modify/revise the documents as necessary and present them to the COA. These documents will reflect a 100% design completion level.

### **3.4 Code Review/Permitting**

The JV will submit the 100% completion level construction documents to the COA and Fulton County for code review. The Joint Venture will also assist the COA in obtaining all required project permits by participating in discussions with the above regulatory agencies. Based upon regulatory agency review comments, the JV will revise the contract documents as necessary and resubmit to the agencies for approval. Permits to be obtained shall include Building and Land Disturbance.

### **3.5 Prepare Final Submittal**

The JV will submit final construction documents to the COA. Final documents will incorporate all design phase review and permitting review comments. The documents will be suitable for soliciting bids from potential contractors for construction of the recommended improvements.

### **3.6 Quality Assurance Reviews**

For all of the tasks described above, the JV will perform appropriate quality assurance reviews as the work progresses. Issues addressed in the reviews will include: compliance with COA and project criteria and applicable codes; adequacy of materials specified; maintainability and usability of the facilities.

## **Task 4 Services During Bid and Award**

The Joint Venture will assist the COA during advertisement and bid and award of the project. Services to be provided shall include the following:

### **4.1 Bid Documents**

After approval of the final construction documents by the COA, the Joint Venture shall reproduce and furnish 20 sets each of full size and half size construction drawings and 40 sets of contract documents and specifications for each construction contract. Bid documents shall be delivered to COA Project Manager for placement in the plan room in City Hall.

### **Other Services**

#### **4.2 Review Requests for Substitutions**

#### **4.3 Prepare Addenda (for distribution by COA)**



**TABLE 1**  
**List of Anticipated Deliverables**

<b>Task No.</b>	<b>Task Name</b>	<b>Client Deliverable</b>
1.2	Project Status Reports	Project Status Reports
2.1	Meetings w/ COA	Meeting Minutes
2.2	Draft Space Planning/Concept Submittal	5 copies
2.3	Meeting w/ COA	Meeting Minutes
2.4	Final Space Planning/Concept Submittal	5 copies
3.2	Site Evaluation	Meeting Minutes
3.3	Site Layout	5 sets (prints)
3.3.1	Preliminary Drawings/Specifications (30% completion level)	5 sets (prints) 5 sets of draft specifications
3.3.2	Final drawings/Specifications (95% completion level)	5 sets (prints) 5 sets (contract documents and specifications)
3.3.3	Complete Construction Drawings/Specifications (100% completion level)	5 sets (prints) 5 sets (contract documents and specifications)
3.4	Code Review/Permitting	5 sets (prints) 5 sets (contract documents and specifications)
3.5	Final Submittal	5 sets (prints) 5 sets (contract documents and specifications)
4.1	Bid Documents (per construction contract)	40 sets (contract documents and specifications) 20 sets of prints (half-size) 20 sets of prints (full-size)

## **Assumptions**

The following assumptions were made in developing the scope of work and associated cost of services:

### **Space Planning/Concept Development Phase – Selig Building only**

- A. The Space Planning/Concept Development Phase shall commence upon receipt of the space planning/concept development notice-to-proceed and shall last 6 weeks.
- B. Selig Building

1. Space planning efforts shall be based upon the following personnel requirements as provided by the COA.

Group	No. of Personnel	No. of Offices	No. of Cubicles	Parking Personal/ City	
Systems Planning	15	0	15	15	15
Technology Services	8	0	8	8	8
Erosion Control/Site Development	31	11	20	31	0
Grease Management	16	1	15	16	12
Stormwater Compliance	6	2	4	6	6
Administration (Wastewater Treatment and Collection)	30	13	17	30	0
<b>Total</b>	106	27	79	106	41

2. All relocated personnel will be housed on the upper (Selig Drive) level.
3. Rest room facilities will be increased to accommodate the number of proposed personnel.
4. Existing walls will be painted.
5. Existing floor will be covered.
6. Additional rest room facilities will be provided in accordance with ADA requirements.

#### **Design Phase (General)**

- A. The Project Management level of effort for the JV has been reduced to reflect an increase in the Project Management level of effort for the COA.
- B. Any unforeseen conditions relating to Geotechnical or Survey issues will be dealt with by the COA, through their future contractor, as an unforeseen condition.
- C. LEEDS certification for the Maintenance and Storage Buildings are not included in this scope of work.
- D. Limited landscaping design shall be included in this scope of work. (An allowance for limited landscaping work shall be included in the bid documents for the Selig Building).
- E. The Design Phase shall commence upon receipt of a design notice-to-proceed and will last 120 calendar days.
- F. Insurance and bonding requirements, EPD requirements and all other "front end" contract documents shall be furnished by the City to the Joint Venture for inclusion in the final design submittal.
- G. Five sets of construction drawings, contract documents and specifications will be prepared as follows:
  1. Utoy Creek WRC Maintenance Building and Storage Building
  2. Selig Building Renovations

### **Design Phase (Specific)**

- A. The existing designs for the Utoy Creek Maintenance Building and Storage Buildings shall be revised as required to comply with the IBC 2000 Code, ADA guidelines and any fire code changes.
- B. Utoy Creek WRC Maintenance Building – The following shall be incorporated into the final design.
  - 1. Separate area for gas cylinders
  - 2. Separate area for welding
  - 3. Rough-in boxes and conduits for intercom and surveillance camera systems (to be coordinated with COA DWM DIT)
  - 4. Rough-in boxes and conduits for cable, voice and data systems (to be coordinated with COA DWM DIT)
- C. C. Selig Building - The following shall be incorporated into the final design.
  - 1. The Joint Venture will engage the services of a roofing contractor or consultant to examine the existing roof and make recommendations for its repair or replacement. Recommendations for the repair or replacement of the roof will be incorporated into the final construction drawings and specifications.
  - 2. Design will not include provisions for vehicular parking.
  - 3. Design will include rough-in boxes and conduits for cable, voice, and data systems for the upper (Selig Drive) level (to be coordinated with COA –DW M DIT)
  - 4. Design will include removal and replacement of HVAC systems for upper (Selig Drive) level.
  - 5. Design will include removal and replacement of electrical systems.
  - 6. The bid documents will include an allowance for limited landscaping work at this site.
  - 7. The bid documents will include an allowance for sealing and re-restripping the existing parking lot.

### **Services During Bid and Award**

- A. The Bid and Award period will last approximately 120 calendar days.
- B. Two separate contracts will be bid and awarded.
  - 1. Utoy Creek WRC Maintenance and Storage Buildings
  - 2. Selig Building Renovations

### **Joint Venture Project Team**

An organization chart of the Joint Venture project team proposed for this project is provided as Attachment A.

Cheeks-Hornbein and Associates will serve in the role as sub consultant to the Joint Venture. Cheeks-Hornbein is the Architect of record for the proposed maintenance building and storage building and will be retained by the Joint Venture to provide continuity from the original design for these buildings.

Cheeks-Hornbein and Associates will provide the following services:

**A. Design**

1. Revise drawings, as necessary, to satisfy present building codes.
2. Review all original recommendations for equipment and finishes as supplied by the COA stakeholder to determine if they are still available. If they are not available, make current manufacturer recommendations for required equipment and finishes.
3. Assist in obtaining building permits.

**B. Services During Bid and Award**

1. Review requests for substitutions
2. Assist in preparation of addenda

Cheeks-Hornbein will require additional fees if the COA elects to remove, relocate, or add any additional equipment other than that already provided by the COA stakeholder, that results in the redesign of the space.

## **Schedule**

The Joint Venture proposes to complete the scope of work and submit deliverables as summarized below:

<b>Task No.</b>	<b>Task Description</b>	<b>Schedule</b>
2.4	Submit Draft Space Planning/Concept Development Submittal (it is assumed that this task and Task 3.3.1 may occur concurrently)	6 calendar weeks after receipt of notice-to-proceed
3.3.1	Preliminary Construction Drawings and Draft Specifications (it is assumed that this task and Task 2.4 may occur concurrently)	60 calendar days after receipt of notice-to-proceed
3.3.2	Final Construction Drawings and Specifications	120 calendar days after receipt of COA approval of completed Tasks 2.4 and 3.4.1

## Compensation

The COA will compensate the JV for the proposed scope of services on an hourly rate basis with a not exceed cost of \$332,950. A breakdown of labor and other direct costs (ODCs) is provided as Attachment B. A summary of the cost breakout is provided in Table 2.

All work will be performed in accordance with the terms and conditions of the agreement with the COA and CH2MHill, Inc./ Williams, Russell & Johnson, Inc./A Joint Venture executed May 17, 2004 (FC 7619-04C).

A summary of the labor rates that have been negotiated as part of the agreement are provided in Attachment C.

**TABLE 2**  
**Scope of Services Cost Summary**

Task No.	Description	Cost
1	Project Management	\$14,802
2	Space Planning/Concept Development Phase	\$32,942
3	Design Phase	\$256,378
4	Services During Bid and Award	\$28,828
<b>Total</b>		<b>\$332,950</b>

Thank you for the opportunity to submit this proposal for engineering services. Do not hesitate to call if you have any questions or require any additional information.

Sincerely,

CH2M-HILL/Williams-Russell and Johnson, Inc./Joint Venture



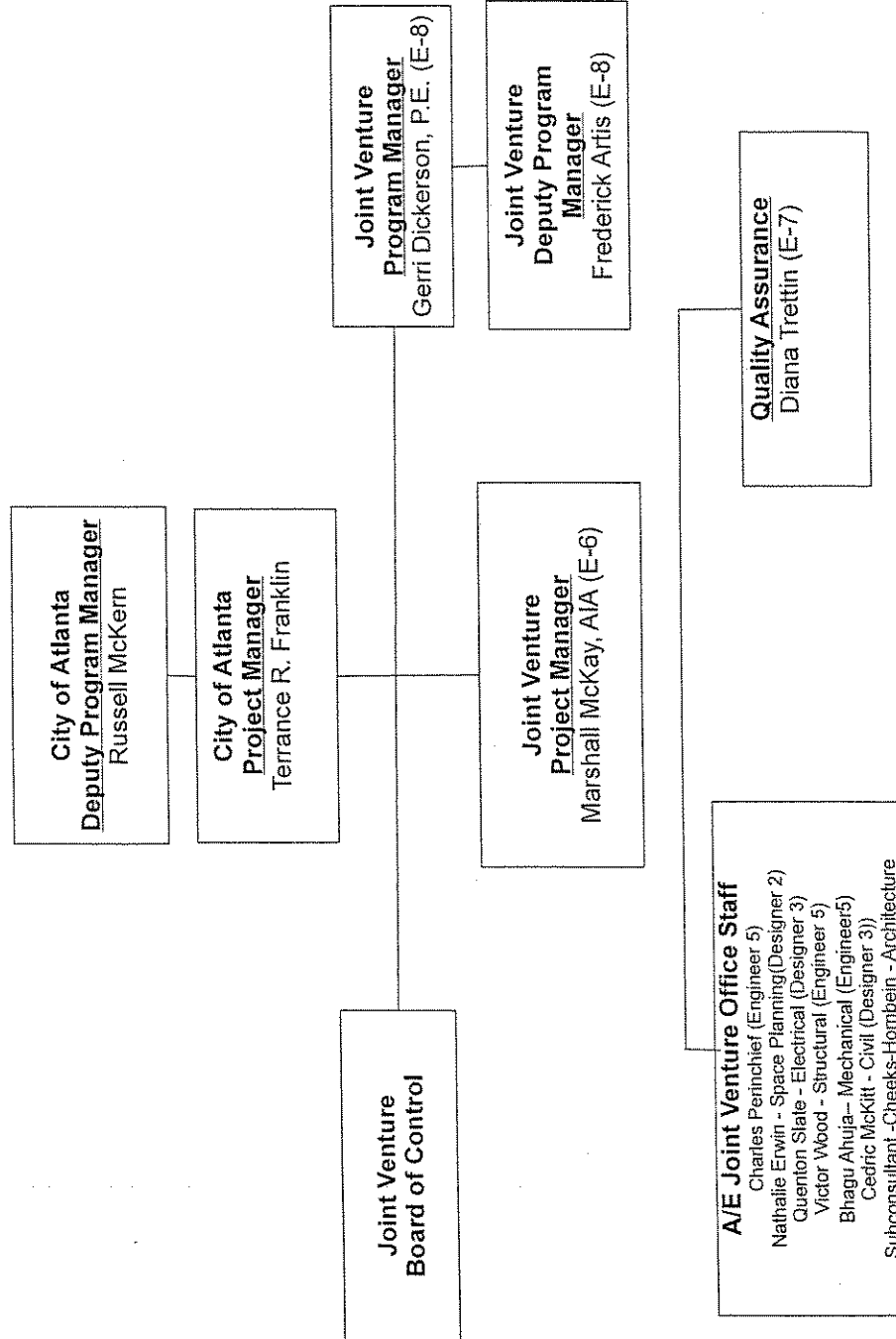
Gerri Dickerson, P.E.  
Program Manager



Frederick Artis  
Deputy Program Manager

Cc: D. Trettin (CH2M-Hill)  
C. Thomas (WRJ)  
T. Franklin (WRJ)  
M. Marino (CH2M-Hill)

ATTACHMENT A - Joint Venture Project Team Organizational Chart  
 Architectural and Engineering Services for Utoy Creek WRC  
 Maintenance and Storage  
 Buildings and Selig Buildings



**Attachment B-Scope of Services Cost Summary**  
**Uttoy Creek WRC Maintenance and Storage Buildings and Selig Building**

Task	Description	Engineer 8 (Ofc)	Engineer 7 (Ofc)	Engineer 6 (Ofc)	Engineer 5 (Ofc)	Engineer 4 (Ofc)	Engineer 3 (Ofc)	Designer 2 (Ofc)	Clerical/A dm. Asst (Ofc)	Labor Hours	Labor Cost	Other Expenses	Total
<b>1</b>	<b>Project Management</b>												
1.1	Develop Project Instructions	12	24						20	56	\$5,872		\$5,872
1.2	Monthly Project Status Reports	24	32						24	80	\$8,880	\$50	\$8,930
1	Sub-Total	0	36	56	0	0	0	0	44	136	\$14,752	\$50	\$14,802
<b>2</b>	<b>Space Planning/Concept Development Phase</b>												
2.1	Meetings with COA Staff (6 groups) including Site Visits							24		24	\$1,508	\$600	\$2,208
2.2	Prepare Draft Space Planning/Concept Submittal	8	42					120		170	\$14,406		\$14,406
2.3	Submit Draft Space Planning/Concept Submittal/Meet with COA		24			8		24	4	80	\$5,400	\$200	\$5,600
2.4	Revise/Submit Final Space Planning/Concept Submittal	6	18			8		72	4	108	\$8,778	\$150	\$8,928
2.5	Quality Assurance Reviews	12								12	\$1,800		\$1,800
2	Sub Total	0	26	84	0	0	0	16	240	374	\$31,992	\$950	\$32,942
<b>3</b>	<b>Design Phase</b>												
3.1	Maintenance and Storage Building Document	12	40							52	\$6,720		\$6,720
3.2	Site Evaluation	8	16		16					56	\$6,000		\$6,000
3.3	Construction Drawings and Specifications									0	\$0	\$150	\$150
	Maintenance Building	24	200			160		80	4	488	\$46,104	\$44,105	\$90,209
	Storage Building	24	80		48			80	4	236	\$23,824	\$22,103	\$45,927
	Selig Building	16	200		280			360		856	\$79,120		\$79,120
3.4	Code Review/Permitting	8	80							88	\$11,040		\$11,040
3.5	Final Submittal	8	24			16		40	8	96	\$6,512	\$1,500	\$10,012
3.6	Quality Assurance Reviews	48								48	\$7,200		\$7,200
3	Sub - Total	0	148	640	344	0	0	192	560	1900	\$188,520	\$57,858	\$246,378
<b>4</b>	<b>Services During Bid and Award</b>												
4.1	Reproduce/Furnish Drawings, Contract Documents and Specifications			16				16		16	\$4,096	\$15,000	\$19,096
4.2	Review Requests for Substitutions	8	16							40	\$4,240		\$4,240
4.3	Prepare Addenda	8	24					20		52	\$5,492		\$5,492
4	Sub - Total	0	16	56	0	0	0	16	36	140	\$8,732	\$15,000	\$23,732
	Grand Total	0	226	836	344	0	0	224	836	84	\$244,996	\$83,858	\$328,854

Task	Description of Expenses	Cost
1.2	Misc. Expenses	\$ 50
2.1	Mileage, Misc. Expenses	\$ 50
2.2	Reproduction/Mileage	\$ 600
2.4	Reproduction, Mileage and Misc. Expenses	\$ 200
2.5	Reproduction, Mileage and Misc. Expenses	\$ 150
3.2	Reproduction, Mileage and Misc. Expenses	\$ 150
3 to 3.1	Reproduction, Mileage and Misc. Expenses	\$ 1,500
4.1	Reproduction	\$ 15,000
4.2.1	Mileage	\$ 50
4.2.4	Mileage	\$ 50
	Total	\$ 17,800

Task	Cheeks - Hornbain	Cost
3.4	Maintenance Building	\$44,105
3.4	Storage Building	\$22,103
	Total	\$66,208

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Legislative Counsel (Signature): Megan S. Middleton

*Megan S. Middleton*

Contact Number: 6207

Originating Department: Watershed Management

Committee(s) of Purview: City Utilities

Council Deadline: July 31, 2006

Committee Meeting Date(s): August 15, 2006 Full Council Date: Aug. 21, 2006

Commissioner Signature

*[Signature]*

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A NOTICE TO PROCEED TO CH2M HILL/WILLIAMS, RUSSELL & JOHNSON, JV, FOR FC-7619-03C, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR UTOY CREEK WRC MAINTENANCE AND STORAGE BUILDINGS AND SELIG BUILDING, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED THREE HUNDRED THIRTY TWO THOUSAND NINE HUNDRED FIFTY DOLLARS AND NO CENTS (\$332,950.00); ALL WORK WILL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBER 2J27 (2001 WATER & WASTEWATER BOND FUND) 524001 (CONSULTANT/PROFESSIONAL SERVICES) Q33I19139999 (UTOY CREEK WRC) (\$185,260.38) AND 2J21 (WATER & WASTEWATER RENEWAL & EXTENSION FUND) 524001 (CONSULTANT/PROFESSIONAL SERVICES) Q33I191494DA (UTOY CREEK WRC - TEMPORARY OFFICE FACILITY) (\$147,689.62); AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any)

Mayor's Staff Only

Received by Mayor's Office:

*7/31/06*  
(date)

Reviewed by:

*[Signature]*

Submitted to Council:

*[Signature]* *8/1/06*  
(date)